

**MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL**

TRAVEL

Created by:
Program Administrative Support Task Group
Updated September 2004

January 22, 2003

SUBJECT: Use of Non-Refundable Air Fares

TO: All Employees

FROM: Adrianna D. Hewings /s/
Director

Effective immediately, I am changing my policy on the use of non-refundable airfares. There are occasions where the use of these fares will provide us a substantial cost savings therefore I am rescinding my earlier ban on the use of these fares. I expect Supervisors/Approving officials for those travelers that change travel plans frequently to decide whether the initial savings realized by buying restricted, non-refundable tickets is worth the potential loss if the employee is not able to travel on that specific date and flight. As Federal travelers, we are to use the contract city-pair carriers and/or other Government fares. However, as published in REE Bulletin 00-307, Reducing Travel Costs, you may take advantage of lower cost fares when:

1. The cost is lower overall (based on a cost comparison to include the combined cost of transportation, lodging, meals, and related expenses) and it is highly unlikely that the traveler will incur a monetary penalty; e.g., due to the trip being canceled. Travel approving officials may approve purchase of non-Government fares on a case-by-case basis. Travelers are not authorized to procure such fares without approval. Penalties incurred for an official trip that is canceled will be considered a cost to the government.

2. Despite time requirements; e.g., a Saturday night stay, it is still advantageous to the government to purchase the ticket at the lower fare.

Please refer to the AFM Policies & Procedures/Bulletins Website

<http://www.afm.ars.usda.gov/ppweb/bulletins.htm>

for additional guidance on air fares and reducing travel costs.

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USDA ARS MWA
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June 14, 2000

SUBJECT: MWA Travel Policy - Purchase of Airline Tickets

TO: All MWA Employees

FROM: Adrianna D. Hewings
Director

The REE Bulletin 00-307, Reducing Travel Costs, was distributed from Headquarters to all REE employees on April 05, 2000. This memo provides additional policy and guidance for the Midwest Area.

1. It is **mandatory** to purchase all airline tickets, lodging and car rentals through the designated Travel Management Company (TMC). Purchase of these items in any other manner is in direct violation of the Federal Travel Regulations and will not be approved.
2. On February 25, 2000, REE Bulletin 00-303, Mandatory use of the Government Contractor-Issued Travel Charge Card, was sent to all employees. This bulletin states that effective March 1, 2000 it is law that all official travel related expenses are to be charged to the Government Contractor-Issued Travel Charge Card. As of this date we are not in compliance with this bulletin. Therefore, by July 31, 2000 anyone traveling once or more a year must be issued a government travel card. We have been notified by GSA that effective September of this year we are **not** to use the Government Transportation Request (GTR) for government employee travel. Therefore, it is MWA policy that **after July 31, 2000, the use of the GTR will be restricted to non-government travelers only.**
3. Though REE Bulletin 00-307 states that restricted fare tickets should be purchased on a GTR, effective immediately, **it is MWA policy that restricted fares will not be allowed to be purchased on the GTR.**
4. Travel advances will not be authorized to cover the cost of restricted fare tickets. Every effort should be made to purchase restricted fare tickets no sooner than 30 days before departure. Keep in mind that the most economical restricted fare is a 21 day before departure purchase.
5. Restricted fare tickets should not be purchased in lieu of the contract fare unless it results in an overall savings to the government. The restricted fare ticket price, plus the possible penalty assessment and any additional per diem incurred due to extra overnight stays, should be less than the contract fare.
6. You **must** meet one of the exceptions in Policy & Procedure 343.4, Contract Air Services that are listed below, for not using the contract fares. **A justification must accompany the AD202** that explains which exception was met. The exception code is to be used in the transportation method of the AD202. The exceptions are:

Non Use Code

- 1 Space or scheduled flights are not available in time to accomplish the purpose of travel; use of contract service would require the traveler to incur additional unnecessary costs that would increase the total cost of the trip (i.e., overnight lodging or additional per diem or subsistence costs); or
- 2 The contractor's (contract carrier's) flight schedule is inconsistent with explicit policies of individual Federal departments and agencies, where applicable, to schedule travel during normal working hours; or

- 3 A non contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. Promotional or restrictive fares may be used by REE employees when such fares are based on the application of these non use codes. The promotional or restrictive fare should only be used when the traveler can meet the requirements of the stated fare. **If a REE employee fails to meet the requirements of the restrictive fare through no fault of the U.S. Government, they are personally responsible for the payment of any penalties incurred.**

7. You may not purchase restricted fare tickets without an approved AD202 which specifically approves the purchase of a restricted fare. **A note must be written on the bottom of the AD202 stating “requesting approval to purchase restricted fare”.** If the Approving Official is not the fundholder of the traveler’s Unit, the fundholder **must** initial the AD202 giving concurrence to the request for a restricted fare. The Approving Official must approve only on a case-by-case basis; no “blanket” approvals will be allowed as the cost savings must be determined on each travel request.

8. Penalties incurred for an official trip that is canceled by the government will be considered a cost to the government.

9. Penalties incurred for an official trip canceled by the traveler for personal reasons will be considered a cost to the traveler if the ticket cannot to be used within one year.

10. The following is a brief explanation of how a typical restricted fare works. However, these are only examples and there may be greater penalties and/or more restrictions:

IF YOUR TRIP IS CANCELED:

- A \$75.00 penalty fee (or more) is assessed which is subtracted from the cost of your ticket making the restricted fare ticket worth \$75.00 (or more) less.
- A Restricted fare ticket must be used toward the purchase of another restricted fare ticket using the same airline as the original ticket.
- You have up to one year to use the restricted fare ticket.

IF YOU WANT TO CHANGE YOUR DEPARTURE DATE:

- This is the same as if you were to cancel the trip. See above rules. If you choose to change your departure date for personal reasons, this will be a cost to you.

IF YOU USE THE TICKET TO GET TO YOUR DESTINATION AND WANT TO CHANGE YOUR RETURN DATE:

- You will be charged an additional \$75.00 (or more). If you choose to change your return date for personal reasons, this will be a cost to you the traveler.

TRAVEL

Helpful Travel Web Sites:

Admin. & Financial Management "Virtual Library" (Regulations, Bulletins, P&Ps, etc.)

<http://www.afm.ars.usda.gov/library.htm>

Airline City Pairs:

<http://pub.fss.gsa.gov/citypairs>

<http://www.fedtravel.com/gsa/default.asp>

<http://www.expedia.com>

<http://www.united.com/>

Currency Converter: <http://www.oanda.com/convert/classic>

GSA Federal Travel Site: (includes Per Diem rates, POV rates, GSA Value Lodging, etc.)

<http://www.gsa.gov/travel.htm>

Hotel/Motel Fire Safety Act

<http://www.usfa.fema.gov/hotel/index.htm>

Mapquest: (create driving directions between two locations)

<http://www.mapquest.com/>

Bank of America Government Services:

<http://www.bankofamerica.com/government/>

Office of Government-wide Policy (links to Federal Travel Regs, Per Diem Rates, etc.)

<http://www.gsa.gov/>

Passport & Visa Information

<http://www.state.gov/>

<http://travel.state.gov/visa/index.html>

Per Diem Allowances for Foreign Areas

<http://www.state.gov/m/a/als/prdm/>

Travel-related P&Ps

<http://www.afm.ars.usda.gov/fmd/issuances.htm#travel>

Travel Warnings & Consular Information Sheets (Dept of State):

<http://travel.state.gov/travel/warnings.html>

Vaccination Information for International Travel:

<http://www.cdc.gov/travel/index.htm>

M&IE Chart of Deductions

M&IE Breakdown

M&IE Rates within Conus

	\$31.00	\$35.00	\$39.00	\$43.00	\$47.00	\$51.00
Breakfast	6.00	7.00	8.00	9.00	9.00	10.00
Lunch	6.00	7.00	8.00	9.00	11.00	12.00
Dinner	16.00	18.00	20.00	22.00	24.00	26.00
Incidentals	3.00	3.00	3.00	3.00	3.00	3.00
Flat 3/4 Rate:	\$23.25	\$26.25	\$29.25	\$32.25	\$35.25	38.25

Standard Conus Rate: **Lodging** + M&IE = Rate
(**effective 10/1/04**) **\$60.00** + \$31.00 = \$91.00

Per Diem:

12 Hour Rule: NO per diem is allowed for travel less than 12 hours or within the official duty station area (35 mile radius of official duty station).

Travel within one calendar day: NO per diem paid within a set mile radius to be determined by your LAO.

Travel of more than one calendar day: NO per diem when the travel is performed within a 35 mile radius of the employee's official duty station.

General Travel Rules

No one can approve their own travel authorization or travel voucher. Redelegations must be in writing.

If possible, approving officials shall schedule travel to prevent employees from having to travel during non-duty hours.

Travel requiring special approvals:

- ▶ annual leave (Attach SF-71 to Agency copy of Authorization, indicate leave taken on travel voucher, adjust per diem entitlement accordingly)
- ▶ Deviations for personal convenience from the normal mode of transportation or itinerary (approved by memorandum)
- ▶ Travel that combines personal travel with official travel (approved by memorandum)
- ▶ Offsite meetings which costs, to USDA, \$25,000 or more
- ▶ Continuation of per diem due to illness or injury

Use of Travel Management Centers is mandatory. Use of non-contract carriers must be pre- or post-approved. Non-Refundable airline tickets are not authorized to be purchased until the traveler has an approved travel authorization. The Agency will not assume responsibility for penalties for a non-refundable ticket purchased for a trip that is not approved.

Receipts are required for lodging regardless of the amount. Receipts are required for all other expenses which cost \$75 or more.

The Government-issued travel charge card will be used to pay for all major expenses incurred during travel. All employees that travel once or more a year will be offered the charge card. (See sample application next page). A canceled travel charge card account reflects unfavorable past performance. For this reason, employees with canceled charge card accounts are considered high risk in the repayment of travel advances. **An employee who has had their travel charge card canceled for misuse or non-payment may not apply for a travel advance from NFC.**

Registration fees must be paid by **government purchase card**. This is the required method of payment. If credit cards are not accepted by vendor a government check may be sent. If at a meeting where they divide the cost of the meeting expenses and expect payment from participants, the employee should get documentation from the chairperson of the meeting that they do not accept the government purchase card. When the traveler returns, do an SF-1164 and then forward it through channels (your LAO) to JoAnn Volk in Peoria. You must include the receipt of personal payment by the traveler and documentation from the organization stating that they do not take the government purchase card. The SF-1164 will not be approved for payment until documentation has been received. Using a personal credit card or cash, rather than the government purchase card when possible, is not acceptable. **NOTE: EMPLOYEES MAY NOT USE THEIR TRAVEL CARD for this type of purchase!** Any questions, contact your LAO.

When an SF-1164 is prepared to reimburse an employee who incurred an expense and foreign currency is involved, they must provide proof (credit card statement, bank statement, bank receipt, canceled check, etc.) of the actual expense to be reimbursed. This is the only way to ensure the employee will be properly compensated for the out-of-pocket expense. If this proof is not received, then the employee's reimbursement must be calculated using the Foreign Currency Exchange Rate applicable on the day of the reimbursement. This could go in the employee's favor, or not.

Sporadic travelers (once or twice a year) should check to make sure their travel card is active. Bank of America may inactivate it for non-use.



Return Copy to:

Bank of America
Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637
Fax: (757) 441-4993
Fax: (888) 784-1039 (toll free)

Individually Billed Card Account Setup/Application Form

TO BE COMPLETED BY EMPLOYEE

PLEASE TYPE OR PRINT ALL INFORMATION

First Name	Last Name	MI	Social Security Number/Tax ID#				-			-			
Date of Birth (mm/dd/yyyy)					/			/					

Agency Name:

Office Telephone Number:

Email Address:

Address: If a P.O. Box is your Primary Mailing Address, a physical address must also be provided. You may input this address in the section below. An application providing only a P.O. Box will not be processed. For APO/FPO addresses only, a physical address is not required.

Primary Mailing Address (25 maximum characters)

- ☐ **Alternate Mailing Address (for newly issued card only)**
☐ **Physical Address, if required.**

Address Line 1:

Address Line 1:

Address Line 2:

Address Line 2:

City or APO/FPO:

State:

City or APO/FPO:

State:

Zip:

Country:

Zip:

Country:

By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for official travel and official travel related expenses only, and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card, and (c) attest to the best of my knowledge, that the information I have provided herein is true and correct.

Pursuant to requirements of law, including the USA PATRIOT Act, Bank of America is requesting additional information to verify your identity.

PLEASE RETAIN COPY FOR YOUR RECORDS.

Employee Signature _____ Date: _____

*Social Security Number or other unique identifier.

NOTE: See attached Agreement between Agency/Organization Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.

Online Travel

To do "On-Line" travel, you must have the "ARSNet" or "TN3270" option added to your Windows program. You will be prompted for your password. The NFC Banner screen will appear as below. See the corresponding numbers regarding input:

```
=====
=
== 07/19/2003          D4C32782          V2563540          PF1=HELP
==
=====
===
==
==          NN      NN          FFFFFFFF          CCCCCCCC
== ==          NNN      NN          FFFFFFFF          CCCCCCCC
==
==          NNNN      NN          FF          CCC
== ==          NN NN NN          FFFFFFFF          CCC
==
==          NN      NNNN          FFFFFFFF          CCC
== ==          NN      NNN          FF          CCCCCCCC
==
==          NN      NN          FF          CCCCCCCC
== ==
=====
==  =====          National Finance Center          =====
==
==  =====          Office of the Chief Financial Officer          =====
==
==  =====          United States Department of Agriculture          =====
==
==  =====
==
==          For Authorized Use Only
==
==  ENTER USER ID = [1] _____ PASSWORD = [2]          NEW PASSWORD? [3]
== ==                                     (Y or N)
== ==          ENTER APPLICATION NAME = _[4] TRVL OR PRESS ENTER FOR MENU
==
=====
=[1] Enter User ID: Type your Travel ID at the prompt and tab once to enter
your password (The Area Office will be able to assist you if you do not
know your User ID.)
[2] Password: Type your password. The first position must be an alpha
character. If you get the message "password has expired" or just want
to change your password, press tab once and enter new password in [3].
Press Tab to Application Name. Password will expire after 60 days of
non-use.
[3] New Password: This field is required if your current password has
expired and the system requests a new password. However, you may
change your password at any time (once per day) by keying in a new
password. Press Tab.
[4] Enter Application Name: Key in TRVL and press the enter on your number
keypad to process the request. (Notice the bottom of the screen says
"Locked" as it progresses to the next screen. Wait until it no longer
says "Locked" before proceeding.)
```

The NFC Menu Screen is displayed (see below), unless NFC needs to communicate special messages. In this case, the Bulletin Board screen is displayed. Read the message(s) shown and press the enter on your number keypad to progress to the Menu Screen:

See the corresponding numbers for input instructions:

TTTTTTTTTTTT	RRRRRRRR	VVV	VVV	LLL	
TTTTTTTTTTTT	RRRRRRRRRR	VVV	VVV	LLL	
TTT	RRR	RRR	VVV	VVV	LLL
TTT	RRRRRRRRRR	VVV	VVV	LLL	NATIONAL FINANCE CENTER
TTT	RRR	RRR	VVV	VVV	LLL
TTT	RRR	RRR	VVVVVV	LLLLLLLLL	SIGNON SCREEN
TTT	RRR	RRR	VVVVV	LLLLLLLLL	

DEPARTMENT: [1]

SERVICING AGENCY: [2]

AGENCY: [3]

OFFICE NUMBER: [4]

FOR "INQUIRY" PRESS ENTER KEY, OTHERWISE ENTER SIGNON DATA
 ENTER= PROCESS CLEAR= EXIT

For an Inquiry, press the enter key on your number keypad to progress to the Inquiry menu. For travel authorizations and vouchers, enter data as follows:

- [1] DEPARTMENT: Enter AG Tab to next field
- [2] SERVICING AGENCY: Enter 03 Tab to next field
- [3] AGENCY: Enter 1st level of your mode code (i.e. 36) Tab to next field
- [4] OFFICE NUMBER: Enter levels 2 and 3 of your mode code (i.e. 4505).
Press the enter key on your number keypad to process the request.

The following screen will appear:

TV00001	NATIONAL FINANCE CENTER	10:26:
07/19/03	TRAVEL SYSTEM (TRVL) MENU	41
(REMOTE)		
MODE	TASK	DESCRIPTION
-----	-----	-----
ENTRY	10	AUTHORIZATION/ADVANCE
	11	VOUCHER (TDY)
	12	VOUCHER (RELOCATION)

INQUIRY 20 INQUIRY MENU

SELECT SPECIFIC TASK	ENTER TASK:	
CLEAR= EXIT	HIT "ENTER" KEY	
DOCUMENT	PF1= SIGNON SCREEN	PF11= SELECT
ENTER= PROCESS		

To complete a new Authorization/Advance, enter 10; 11 to complete a voucher, etc. To view or print an Authorization or voucher that has previously been done, enter 10 (or 11 for a voucher) in the ENTER TASK: field and then press PF11 to select the appropriate document.

A good reference for the on-line process is NFC Procedures Manual Title VI (Systems Access Manual), Chapter 6 (Travel and Transportation), Section 1 (Travel Online Data Entry)

* Logging OFF the NFC Program:

It is very important to log off the NFC system correctly. To log off of the NFC travel system, complete these steps:

- 1) Use the F1 key to reach the TRVL Menu (the screen that has your originating office number on it -- i.e. AG 03 36 4505).
- 2) At the TRVL Menu, press the Escape key.
- 3) You will then get the message - V3 ENTER NEXT TASK CODE:
- 4) Type "bye" and press the enter key on your number keypad.
- 5) Then press F3; it should be an option on the bottom of the screen. Place an "x" by option 1 and hit enter on your number keypad..
- 6) Select the Red arrow (top left corner) to disconnect. Select "Yes" to disconnect.
- 7) Select "Host" then "Exit" to close TN3270 Plus.

* Online Travel Tips and Quick Reference Guide

Do not use decimals: type \$50.00 as 5000; # of days per diem as 250 not 2.50

[Tab] - to get from field to field within the document

[Shift][Tab] to back up a field.

[Enter] - use the enter key located on the number pad to process information at the end of each page and go to the next page.

[Ctrl F5] - to clear key errors.

[0375] or [0105]: POV rates.

* Printing Instructions

At the Travel System Menu screen:

Choose 10, for Authorizations or
Choose 11, for vouchers.

Press F11 - This will allow you to view the list of documents available to print. Place an X in front of the document you would like to print to select it. (See below)

```

TV02001          NATIONAL FINANCE CENTER          14:07:11
10/06/01          TRAVEL SYSTEM (TRVL)
                   (REMOTE) DOCUMENT SELECTION LIST FOR AUTHORIZATION/ADVANCE

SEL      SOCIAL      AUTHORIZATION      TYPE      TRAVEL      RELEASE      CURRENT
          SECURITY      NUMBER      TRAVEL      DATE      DATE      STATUS
                   9BM0336450003      DM      10 01 98      99 99 99      PENDING
                   9BM0336450002      DM      10 01 98      99 99 99      PENDING
X 123 45 6789      9CS0336450017      DM      10 05 98      99 99 99      PENDING
  234 56 7890      9CS0336450016      DM      10 05 98      99 99 99      PENDING
  345 67 8901      9CS0336450015      DM      10 05 98      99 99 99      PENDING

```

PAGE: 0001

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MAKE SELECTION THEN PRESS THE ENTER KEY OR PFKEY
CLEAR= EXIT      PF1= MENU      PF4= DELETE      PF8 = NEXT PAGE      PF12= PRINT
ENTER= PROCESS PF2= ADD DOC      PF7= PREV PAGE      PF10= RELEASE

```

Press F12 - This will get you to the print information screen (See Sample Screen below).

```

TV02002          NATIONAL FINANCE CENTER          14:00:06
10/06/98          TRAVEL SYSTEM (TRVL)

                   (REMOTE) PRINTER DESTINATION SCREEN
                   JOB ID (A-Z):                A
                   DESTINATION OF REMOTE PRINTER: U9999
                   ROUTING INFORMATION:          Sandy
                   SELECT BROWSE (DEFAULT TO PRINT) N (Y/N)      OPTIONAL

                   SELECT COPIES (DEFAULT TO 1)      1      OPTIONAL

                   SELECT (S)INGLE DOCUMENT (DEFAULT) S (S/A/V/B) OPTIONAL
                   ALL (A)UTHORIZATIONS
                   ALL (V)OUCHERS
                   ALL (B)OTH AUTHS AND VOUCHERS

FILL IN THE NECESSARY FIELDS THEN PRESS PF12 TO SUBMIT JOB

CLEAR= EXIT      PF1= MENU      PF7= PREV      PF12= PRINT

```

- [1] JOB ID (A-Z): Assign your job an identifying letter (i.e. A)
- [2] DESTINATION OF U-PRINTER: Enter your printer ID (i.e., U9999). It is not necessary to fill in the other fields on this screen.

Press F12 once more and you will return to the document list. "Job submitted for print" will be displayed at the bottom of the screen.

U-printers will automatically print at this time, either directly to your printer or to your email box. If you are experiencing problems with obtaining your printout, you may have an **E-Drain** problem. The following instructions may assist you in resolving the difficulty:

1. Access NFC as you normally do (NFC I.D. & Password should be obtained from the help desk.)
2. Enter your User ID, (**press Tab**)
3. Enter your NFC Password, (**press Tab twice**).
4. At Application type VPSPRINT, (**press Enter**)
Note: Always use the Enter key on the numeric keypad.
Note: If error shows, enter BYE, system returns you to VPSPRINT screen. Hit Enter key. It should work the second time. If not, start over.
5. Press **Enter** until you get to the VMCF Primary Option Menu
6. Under the **VMCF** Primary Option Menu: (**Type 1, press Tab**)
7. At Printer> Type in your U-Print ID (example: U3190) Obtain your printer # from Help Desk.
8. At Option> Type 9 for Select and press (**Enter**)
9. This screen displays a lot of information, however, we are only concerned with the STATUS of the print job. In the upper middle portion of the screen you will see a STATUS field. This field displays the current STATUS of your U-Print ID. It should indicate IDLE or WCONNECT. If it does you may skip to Step 13. If it indicates EDRAINED, there is a problem with your printer and you should continue with the next step.
10. **Press F3**
11. At Option> Type 3, for Remove Drain Status and press (**Enter**).
12. At Option> type 9, for Select and press (**Enter**). This will allow you to view the Status again. It should indicate IDLE or WCONNECT.
Note: Sometimes you need to repeat Steps 10-12.
13. Press (**F3 twice**).
14. At Option> type X, for Terminate VMCF
15. At the Ready prompt type **logoff** and press (**Enter**).
16. Press **F11**
17. Press **Alt + F3** to disconnect
18. Press **Alt + F2** for your menu.
19. Arrow down to your U-Print ID (or the Menu Option you select to print) and press (**Enter**).

If you successfully removed the EDRAINED status, your print job should scroll. If you have questions on printing, contact your LAO for assistance. If you have further problems, please contact the Area IT Specialist at 309-681-6575.

NOTES FROM PAULA SNELL

NFC Edrain Discussion and Instructions

I thought I'd try to give you a short explanation of the U-printer process:

The U-printer# that has been assigned to you is either:

- a. tied directly to your AR# and automatically prints to the printer attached to the PC for the specific IP address given to me for EACH user, OR
- b. is tied to the ARS HQ Print Spooler and prints to your email address (this will ultimately be the process everyone uses).

Please note that the following instructions are for U-printers that fall into the first category. In this instance, this IP address must also be a "static" IP address which is defined as "a number that is assigned to a computer to be its permanent address on the Internet." Therefore, if I received the incorrect IP address for a user, the U-printer # will not function properly.

In order to print to the U-printer successfully, the LPD icon must be in the lower right System Tray and must be configured with a printer that has the name of the U-Printer#, i.e, U9999.

Here's a scenario you might run into ... please be aware that there is nothing wrong with the install, it has to do with the way the jobs are spooled at NFC.

You ask for a travel voucher to be printed or transmit T&As at 3:00, and by 3:30, you have not received the printout back from NFC. In fact, you've gone on to something else and forgotten you even asked for a printout. You leave the office at 3:30 and turn off your PC.

When you come in the next day, you remember that you didn't get your printout. But why hasn't it come back? The reason is that it wasn't ready when your PC was on and when it was ready to be sent back to your U-printer #, you'd already turned off your PC so there wasn't a valid connection between NFC and your printer.

So, how do you get it to print? That's where you will need to log into NFC and release it for printing. The following are brief instructions as to how to go about that!

- Using TN3270 Plus, go into NFC and logon.
- Either type VPSRNT5 at "Enter Application Name" during logon or select the menu item, VPSRNT5. (If VPSRNT5 is not displayed on the menu, press F8 for the next page of the menu.) Be patient, this step may take a few seconds to bring up the appropriate screen as it goes through several steps.
- A screen entitled "VMCF Primary Option Menu" will be displayed. At the prompt, "Command ==>", type 1
- Press the TAB key to the prompt "Printer ==>", type your U-printer #, for example U9999. Press the <ENTER> key
- At the "VMCF Printer Command Menu," type 9, Select, press <ENTER>.
- This will take you to the next screen and display if you have any print jobs waiting in "EDRAIN" status. Press the F3 key to go back to the previous page.
- To restart the jobs in "EDRAIN" status, type 3, Start, press <ENTER>. This will "re-start" the print job and printing should commence shortly.
- If the print job does not start printing shortly, you may want to go through the steps above just to make sure that it isn't in "EDRAIN" status again.
- When the print job starts printing, you can exit out of these screens by pressing F3 until you are back at the "READY" prompt. From there, type BYE and follow the screens to exit NFC and TN3270 Plus.

Date: Wed, 02 Apr 2003 15:05:24 -0600
From: "Paula Snell" <SNELLP@mwa.ars.usda.gov>
Subject: Additional TN3270 Plus Information

I have been asked about the following changes since installing the TN3270 Plus and want to share it with all of you. LAOs, if you have not started installing TN3270 Plus, please share this information with your NFC users as it is installed:

First, when you login to NFC using TN3270, the SecuRemote screens "pop up". The purpose of this is to login to the firewall(s) at NFC (MVS), FFIS, or FDW depending upon the application you use. You will most likely only need to login with SecuRemote one time per day, unless you re-boot your system or the SecuRemote session times out. In this event, you will be prompted to login to SecuRemote again the next time you access NFC. Please note that if you use PCMS and you have not logged into the TN3270 Plus software using SecuRemote first, it will also prompt you for the NFC-MVS SecuRemote login since that system ALSO goes through the NFC-MVS firewall.

Also note that secretaries that do travel only, will only need to login to the NFC-MVS SecuRemote session and will only need the MVS session in TN3270 Plus.

I am also attaching instructions on how to modify the look of printouts as they come back to the Uprinter. You may have to do some "tweaking" depending on the printer, etc. The instructions are pretty general and it shouldn't be too difficult to make modifications. If you are trying to do a "screen print" and don't like the looks of the printout, you can make changes similarly to the attached instructions, but instead of using the LPD icon, while in TN3270 Plus, you select Setup | Printer... | Page Setup to make any changes in margins, etc. You can then change the font by selecting Change... from the setup screen.

Another thing to note is that if you use VersaPath, you must use your original RMT# or Uprinter#. When you use TN3270 Plus, the RMT# and Uprinter# from VersaPath will no longer work...you must use the Uprinter# assigned on the TN3270 Plus login instructions.

If I can be of further assistance or if you learn anything new about this package, please feel free to share it with me so that I may share it with others!

Thanks for your cooperation with this transition to the new software.

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